



**Town Council Meeting Minutes
September 1, 2021 @ 7:00 pm
VIA TOWN HALL & CONFERENCE CALL**

Due to Public Health Concerns related to the Pandemic, all scheduled meetings will be held via electronic means. Residents will be able to view documents posted to the meeting tab on the Town website at www.townsend.delaware.gov or by joining the meeting via computer.

Those wishing to attend may dial 1(301)715-8592. When directed, provide the following meeting ID 82764217575# and then the following password 361631# to enter the meeting.

If you choose to access the meeting online click the following link:

<https://us02web.zoom.us/j/82764217575?pwd=aHI4RDhTZ0xjME1HV0ZOcHRxSHZ3QT09>

7:00 pm

- I. **Call to Order:** The meeting was called to order at 7:04 p.m. by Mayor Patrick Miller.
- II. **Opening Ceremonies:**
 - a. *Roll Call:*
 1. The following Council and staff were present with electronic access available for guests: Mayor P. Miller, Councilwoman E. Clarke, Councilman E. Dugan, Councilman J. Mertz, Councilman Lobdell, Town Manager A. Mangeri, Town Clerk/ Acting Town Manager A. Tantillo, Town Attorney F. Townsend, Town Engineer E. Van-Otoo, and Lt. Chris Popp, DSP.
 - b. *Pledge of Allegiance:*
 - c. *Recognition of Visitors:* Present guests included Thomas McDonald, Sylvester Woolford, Anthony Johnson, Jake Thompson, Heather Dunnigan, and Sherry M.
 - d. *Announcements:* N/A
- III. **Adoption of Agenda:**
 - a. *CM Mertz made a motion to adopt the agenda. CM Lobdell seconded the motion. Vote: Voice vote of Council- all yea's, no nays.*
- IV. **Approval/ Rejection of Council Minutes from the August 18th, 2021, Town Council Workshop Meeting.**
 - a. *CM Lobdell made a motion to approve the Council Minutes from the July 21, 2021, Town Council Workshop Meeting. CM Dugan seconded the motion. Vote: Voice vote of Council- all yea's, no nays.*
- V. **A presentation by the Wilmington Area Planning Council (WILMAPCO), based on the Town of Townsend Walkability Workshop conducted in July 2021.**
 - a. Jake Thompson and Heather Dunnigan with WILMAPCO presented their findings and report from the Town of Townsend Walkability Workshop. The final report is attached to the minutes. Mayor and Council thanked them for conducting the workshop and preparing the report.
- VI. **State Police:**
 - a. **An update on August 2021 activity.**
 1. Lt. Chriss Popp shared the following report for the month of August 2021. There were 35 incidents in the month of August 2021, which included two theft reports

from unsecure vehicles, seven domestic related incidents, and 23 noncriminal related incidents. Additionally, there were 73 Traffic Citations, which decreased from the month of June. There were also two collisions at Summit Bridge at Pine Tree Road.

2. Lt. Popp also shared that there were an additional 43.5 hours of directed Patrol Resources in the Town and that there were no significant incidents to report.
3. TM Mangeri shared that there have been calls about South Street speeding and a report of a car swipe on the street. Lt. Popp shared that they will continue to review that area during patrol.
4. TM Mangeri asked about any reports of a discharge of a weapon within Town. Lt. Popp shared that there were no reports of a discharge of a weapon within Town limits.

VII. Mayor's Report:

- a. No report

VIII. Reports:

a. Town Attorney Fred Townsend III

1. TA Townsend share that he is happy to speak to items later on in the agenda. Also, he shared that he is working on getting a lien released in the next couple of days.

b. Town Engineer Edwin Van-Otoo

1. **ACTION ITEM:** Discussion and possible vote on the bids to authorize the repair of the sinkhole and catch basin at the intersection of South Street and Ginn Street.
 - a. TE Van-Otoo shared that he contacted two contractors for estimated to repair the sinkhole. One estimate was around \$9,000 and the other was around \$4,400. The scope of work was a little different. One contractor wanted to excavate the whole area, dig down to the pipe surface and explore the work that way, this could be costly and expensive. TE Van-Otoo went out to the site with Town Maintenance staff and went inside the inlet box to review the pipe and box. All of the pipe looks to be intact to TE Van-Otoo but the inlet itself has a lot of gas in the holes and water, it is in need of some parging, and voids filled in. the second contractor came up with the idea to just parge the pipe and TE Van-Otoo asked them to also look at the joints at least two joints beyond the inlet structure, as it looks to be a result of parging inside the inlet box. TE Van-Otoo recommended this method to the Town Manager per his review of the area.
 - b. TE Van-Otoo shared that he would resend the quote which outlined the backfill of the sinkhole in the area as well. Mayor Miller asked for an explanation of parging. TE Van-Otoo shared that this is when they fill in voids that are not large to close all gaps inside the inlet structure that allows material to seep through. CM Mertz asked if this was part of the MS Development area or Handler Homes section of TVII, TE Van-Otoo confirmed that this was in the MS Development section. CM Mertz also asked if this was in the street or if it was in someone's yard. TE Van-Otoo

confirmed that it was in the grass between the sidewalk and the curb. TM Mangeri confirmed that it was the responsibility of the Town which is why quotes were pulled.

2. **ACTION ITEM:** Discussion and possible vote to proceed with the application for the Surface Water Matching Planning Grant through DNREC.
 - a. TE Van-Otoo explained that there is a Surface Water Matching Planning Grant through DNREC, which is for items dealing with stormwater, televising pipes, repairs, installing structures or drainage ditches. The application is due September 15th and awards are made in November. There are a lot of sinkholes throughout the Town and aging pipe in the older sections of Town and rather than focusing the Town money on repairs, a more strategic plan to address the issues would be more suitable, especially with matching grant funds available. TE Van-Otoo shared that this is a one-to-one matching grant meaning each dollar put in by the grantor must be matched by the Town, which is up to \$50,000. Up to \$50,000 could be granted and matched by the Town. No resolution is needed for the application process, but TE Van-Otoo wanted to seek Council approval before moving forward.
 - b. TE Van-Otoo also mentioned to TM Mangeri that a lot of the items of the grant have to do with MS4, which is municipal separate stormwater systems, which in Townsend had previously received a waiver due to the population. But, since the population of Townsend has increased significantly, in the future, the Town may be required to get a permit for the stormwater in Town. This would be a part of the process and DNREC would be aware of this as well. Pursuing the grant would be in the Town's best interest.
 - c. Mayor Miller asked if asking for this grant would allow the Town to shoot the pipes on Brooke Ramble. TM Mangeri shared that timing wise; this grant would likely not be able to be granted in time to address the issues on Brook Ramble, and that would most likely use Municipal Street Aid. The grant could be used to televise and shoot the other areas throughout the Town to check all systems, with a systemic concern for all systems. Mayor Miller confirmed that this would be a separate process from the sinkholes on Brook Ramble Lane but would be for a similar project throughout the Town.
 - d. Mayor Miller also asked if there was any resolve on the sinkholes in Townsend Station. TM Mangeri shared that a quote has been sent to the Town Engineer from SPS and TE Van-Otoo shared he is working to get additional quotes. SPS wants to line the pipes rather than excavate, but TE Van-Otoo will present more information once additional quotes are received. TE Van-Otoo did not see additional sinkholes at the moment, but there is a possibility of additional sinkholes in the future due to age. Mayor Miller also asked how much of the deteriorated pipe could be lined instead of replaced? TE Van-Otoo confirmed that the televising of the pipe would need to occur prior to repair to determine the best method of repair.

- e. CM Mertz asked if the Council was voting on the application, would they need to put a dollar amount to the vote? Also, how much does the application cost and does TE Van-Otoo have a recommendation on how much to spend for the grant. TE Van- Otoo shared that it would cost between \$2,000 and \$3,000 to complete the application and the maximum amount of the grant award could be up to \$50,000. TE Van-Otoo recommends pursuing the full amount o \$50,000 as the funds do not only have to be used for televising but could also be used to address other issues such as Cannery Lane, other drainage concerns throughout the Town, or a systematic game plan to address concerns throughout Town over time and meet the requirements of the future MS4 permit the Town may need. CM Mertz also clarified that this was a grant that would allow work to be conducted.
 - f. TA Townsend shared that on this topic, it has been recommended that Council apply for the maximum amount and asked if even if the Town was awarded the maximum amount, they could take less than that and could require an action on behalf of Council to commit the match funds; so this is the vote to ask for the grant, but Council will have to vote in the future on how much of the funds they would like to utilize and therefore spend, and this would be done in a formal vote at a later date. TE Van-Otoo confirmed that this was the case.
 - g. TM Mangeri shared that the reason for this request, is that it is his understanding that his spending authority was \$1,000 and he did not want to commit the Town to the cost of application. This is something Council may need to evaluate as TE Van-Otoo is already a contractor and member of the Town's administrative staff. Additionally, often times grants could have a quick turnaround time and there may not always be enough time to approve applications prior to submittable TA Townsend shared that this is a common concern from the Town Manager that information that grant funds are available do not make it to the Town in sufficient time for the Town to react. TA Townsend advised that Council may want to allow for the Town Managers spending to be relaxed when pursuing grant money, with the assistance of the Town Engineer. To allow the Town Manager to advise Town Council that a grant project is available and being pursued. Towns have lost out on grants as a result of not being able to meet deadlines mainly due to not being nimble and flexible enough to make the submittals. TA Townsend recommends Council consider acting on this in the future.
 - h. TE Van-Otoo shared that he confirmed with DNREC that a resolution is not needed to apply. Additionally, once you are awarded the grant, you are allowed to use the funds for up to two years, which is why TE Van-Otoo recommends applying for the highest amount available. Additionally, the application requires proof that matching grants are available.
3. Mayor Miller asked to return to the conversation of Action Item #1: **ACTION ITEM:** Discussion and possible vote on the bids to authorize the repair of the sinkhole and catch basin at the intersection of South Street and Ginn Street.

- a. *CM Lobdell made a motion to award the contractor \$4,400 to- Standard Pipe Services (SPS), noting that the proposal includes backfill and compacting of the sinkhole. CM Dugan seconded the motion.*
 - b. *CM Mertz asked for clarification from CM Lobdell if the method of work to be conducted by SPS would be sufficient to prevent a sinkhole from occurring again. CM Lobdell shared that if done properly, this would be sufficient. TM Mangeri noted that the Town Engineer is the one recommending the bid/ scope of work, upon reviewing the bids received.*
 - c. *Vote: Voice vote of Council- all yea's, no nays.*
4. Mayor Miller asked to return to the conversation of Action Item #2: **ACTION ITEM:** Discussion and possible vote to proceed with the application for the Surface Water Matching Planning Grant through DNREC.
 - a. Mayor Miller shared that TE Van-Otoo should request the maximum amount available and at a future meeting, Council will discuss permitting wider spending authority to the Town Manager for grant applications.
 - b. *CM Mertz made a motion to accept the recommendation of the Town Engineer and authorize up to \$3,000 to apply for the Surface Water Matching Planning Grant through DNREC. CM Lobdell seconded the motion. Vote: Voice vote of Council- all yea's, no nays.*
5. Mayor Miller asked for a discussion on spending authority to be added to the next meeting.
6. TE Van-Otoo provided an update on the Ginn St. sidewalk. The contractors have been on site to begin the work and will continue the project later in the week and the following week. One piece of sidewalk needed to be removed as it was placed too high, but it has been repaired and the contractors know what they are doing. TE Van-Otoo and TM Mangeri have been reviewing the work. CW Clarke shared that she is very excited to see the sidewalk being installed.
7. TE Van-Otoo shared that the Wiggins Mill Frontage Road project had a two-year maintenance bond which is coming to a close in October. He has reached out to TM Mangeri to ensure no pending items need to be addressed structurally prior to the bond being released. TM Mangeri shared that he completed a preliminary drive through and will also contact the HOA and complete a walkthrough.
8. Regarding the Tennis and Pickleball Court, TE Van- Otoo shared that he had a hold on the grass and seeding around the court since when it was finished, the grass did not germinate. TE Van-Otoo shared that he reviewed the area and will request the contractor to come back out this fall. As long as all can be done in a timely fashion, all work should be completed in accordance with the grant deadlines.
9. Regarding the Woods at Hidden Creek clubhouse, there has been ongoing discussions regarding the parking lot associated with the clubhouse. There are some items the Planning Commission would like to discuss, but the developer would like to know if it is possible for them to move forward because they would like to advertise the facilities for the development. TE Van-Otoo reached out to TM Mangeri and the Planning Commission to show them the coverage of the parking lot on the impervious area will not change or violate any of the proposed data for limits of the property. Whether or not they put it in, it does not change the open

space requirements and it is a fraction of what is needed for the whole project. TE Van-Otoo's recommendation would be to allow the developer to proceed with the design and show what information they need but at this point, they would like a confirmation that they could move forward. TE Van-Otoo is happy to address the concerns of the Planning Commission.

10. For TV I, TE Van-Otoo completed a walkthrough, and the contractor will be placing the wearing surface on the road. The contractor also noted any damages to sidewalk and concrete which will be repaired in the coming weeks. Once repairs are made, the streets will be paved and they will finish the intersection at Kaitlyn and Caldwell corner, a DelDOT road, which will be coordinated between DelDOT and the contractor.
11. Regarding TVII Open Space on South Street and Ginn Street, TE Van-Otoo has been in contact with the property owner in which the last conversation the owner said there is a large volume of spores that need to be removed. They are concerned that truckloads will need to be used to remove the excess soil, which may damage the road. TE Van-Otoo would like to have further discussion before they make additional modifications to the area.
12. CM Mertz asked if anything was needed from Council regarding the Woods at Hidden Creek, TE Van-Otoo shared that he was unsure at this time, as he knows the Planning Commission would like some questions to be addressed. TE Van-Otoo shared that on the original approved plan, there was an area allocated for the clubhouse, but the space where they would like the parking lot to go, is in an open space area. The developer would like to put in a parking lot for the clubhouse in the area of the open space which is not violating any of the percentages on the plan for a percentage for active or passive open space, the amount the area is increasing is minor in comparison to the whole project. TE Van-Otoo reviewed the issue, and they would still need to submit amended plans and drawings would need to be submitted once finalized. The developer is asking if the parking lot would be permissible. Mayor Miller clarified that the Planning Commission would like to see an overlay of where the parking lot would be.
13. Mayor Miller shared that the Planning Commission sent a letter to Council to request a map for the parking lot area, incorporated into the overlay to review the area. TE Van-Otoo will forward the request to the developer.

c. Town Manager

1. Status update on the COVID-19 pandemic.
 - a. TM Mangeri shared that The Town Hall is open to the Public as is all Town meetings. Per guidance from the state and the CDC, all individuals visiting Town Hall are to wear face covering and maintain social distancing. Any child under 2-years-old must not wear a face covering due to risk of suffocation. Unvaccinated Delawareans ages 12 and older are urged to get vaccinated as soon as possible to protect themselves from infection and serious illness. Find a vaccination site: www.de.gov/getmyvaccine .

- b. Regarding Covid cases in the state and in the 19734-zip code; the percent of persons testing positive is averaging 24.9%. Within the 19734-zip code, there were 28 new cases in the last 7 days as reported through 8/31/2021. That is an average of 4 new cases per day.
 - c. Unfortunately, there was an additional death related to Covid reported on August 25, 2021.
 - d. Regarding vaccinations: Delaware Public Health is reporting in the 19734-zip code, 62.7% of the total population have received at least one dose and 56.7% are fully vaccinated.
 - e. The Town Offices have been open to residents by appointment. This allows staff to coordinate to meet residents needs while assuring health and safety standards are met. Face coverings must be worn by visitors in Town Hall. We continue to encourage staff to get vaccinated.
2. A status update on the solicitation of applicants to fill the position of Police Chief.
- a. As you know, Resolution 21-007 a Resolution to authorize the reconstitution of the Town of Townsend police department was approved at the June 2, 2021, Council meeting.
 - b. The solicitation period for Police Officers ended on July 23rd, 2021. Applications for the position have been reviewed and interviews are being scheduled in the near future.
3. A report on Town Administrative activities
- a. Regarding the repair of Town Hall Chimneys, work is scheduled to begin on Monday, 9/13, barring any changes in schedule due to weather.
 - b. The Town Manager and Town Clerk have been working to complete the final draft of a Continuity of Operations plan for the Town of Townsend. The TM and TC are working with a consultant provided by NCC Emergency Management.
 - c. The Town has received the letter of award for a \$70,000 Community Redevelopment/ Reinvestment Grant for the repair of the interchange of Karins Blvd. and Route 71. The Town Engineer and Town Manager are working to secure bids for the work. If the bids are in excess of \$50,000 a request for proposal will need to be generated.
 - d. The WILMAPCO Walkable Communities Workshop was held on Monday, 7/12/21 from 4 pm- 7 pm, at the Town Park Pavilion. We heard a report from WILMAPCO this evening. TM Mangeri is working with TE Van-Otoo to see if any grant funds are available to implement any recommendations of the report.
 - e. The Planning Commission has reviewed the recommendations from the PLUS review meeting and are working to revise the Comprehensive Plan for resubmission. The Town Manager will be attending a meeting on September 30th to formally request an final extension to have the work completed by January. The Planning Commission will continue to revise the document and develop a timeline for implementation.

- f. The Town Managers been working with representatives from DELMARVA to have Streetlights installed along Helen Drive in TV1. These lights will be installed within the next week. In addition, the Town Manager and DELMARVA representatives are beginning the process to have streetlights installed on Kaitlyn Drive. Installation on Kaitlyn is expected to be completed by December.
- g. Mr. Michael J. Sparco's request to annex parcel 1401600047 located at 6170 Summit Bridge Road. With the approval of the Planning Commission and Town Council, the Town administration is working to complete the services plan for the site. The Town Manager responded to a request from the County for information on proposed or anticipated use. The Town Manager is working to secure the requested information.
- h. An additional request to annex Parcel # 1401600002, located at 113 Money Road, Townsend, DE, has been processed. With the approval of the Planning Commission and Town Council, the Town administration is working to complete the services plan for the site.
- i. The Town Manager has had a discussion with the County CFO to discuss access to and a schedule for spending funds on needed COVID Related funding. The Town will continue to apply to be reimbursed for items with CAREs Funds based on the proposal provided in January.
- j. The Financial Officer was notified that the Town was awarded an additional grant that doubled the amount available for CARES Act related activities. Staff has had multiple meetings to evaluate potential projects based on community needs and guidelines. Funds must be spent by December 2021.
- k. The Mayor and the administrative team participated in a virtual meeting with the Governor and State staff to discuss the interim guidelines and potential spending options for American Rescue Plan Funds. The Town continues to secure information on how the funds can be used. The interim rules were only just published, and all are awaiting the final rules for how funds could be spent. Ms. Helms continues to work with partnering organizations, the Town auditors, the County, the State, the Town Manager, and the Town Clerk to review the regulations on how the funds can be spent. The total is about \$360,000 per year over the next two years. Just because funds are provided does not mean the Town has the ability to spend, as there are need requirements and restraints to the funds.
- l. The Department of Natural Resources and Environmental Control (DNREC) is hosting a series of eight Tax Ditch Workgroup Sessions between June 9 and September 29, 2021. Town Manager Mangeri has been participating in these sessions. There is one tax ditch in Townsend. MR Mangeri is working to identify the Tax Ditch and the impact of the Woods and Hidden Creek development on the Tax Ditch.
- m. Belfint-Lyons-Shuman continue their work with the Financial Officer and Town Manager to finalize the annual audit for the Town of Townsend. Work is nearing completion.

- n. In the month of August, the Town issued 16 Contractors Licenses. Additionally, 15 permits were issued, three permits were closed and issued Certificates of Occupancy, 15 permits were closed and issued a final approval letter, and 25 inspections were completed.
- o. The Town received seven complaints during the month of August.
 - 1. One complaint related to a pothole on Brook Ramble Lane- this was repaired by Town Maintenance Staff
 - 2. One complaint related to fluid coming out of a trash truck, this was cleaned up and addressed by the trash company.
 - 3. One complaint was about improper disposal of yard waste such as lawn clippings- this was addressed by the Town Manager who provided yard waste guidelines to the resident.
 - 4. One complaint was regarding the speeding of vehicles along Commerce Street. A resident's car was sideswiped. The Town Manager notified DSP and spoke with the resident.
 - 5. Two complaints were regarding an emergency sewer leak. The homeowner was working to get the issue resolved. The property owner was notified and cannot gain entry into the property which is a rental. Over the weekend the property owner provided 48-hour notification to the renter as well as secured a plumber. Repairs were made over the weekend and coordination was made between the Town Manager, Code Official, and the property owner.
 - 6. One complaint was regarding overgrown weeds and stray cats. The Town Manager is looking into the complaint. This is a continuing problem in the area. The bush that needs to be trimmed back is overhanging the sidewalk. There is some question as to ownership. Cats were not observed in the area when visited by the Town Manager.
- p. CM Mertz asked what a Tax Ditch was. TM Mangeri clarified that it is unique to Delaware and is a ditch for irrigation in an agricultural environment and the concept of a tax ditch was that the benefactors of the tax ditch, on the sides of the ditch, paid for the maintenance and upkeep of the ditch. It did not necessarily work that way over the years and tax ditches have now begun being used for stormwater management even though that was not their original design. The authority for the tax ditch can tax those in proximity to the ditch and issue regulations for the ditch. TA Townsend shared that tax ditches are similar to easements an attorney would be concerned about if you were buying property. You cannot build within a certain number of feet of a tax ditch, and you could be subject to a tax ditch district tax.
- q. Mayor McDonald thanked TM Mangeri and Town staff for moving items forward rapidly. Additionally, Mayor Miller clarified that Police Chief interviews will be held in an open meeting to the public, but due to the nature of the meeting, the interviews will take place in Executive Session

and this will be closed to the public. TM Mangeri shared that no decision will be made during Executive Session.

IX. Committee Reports

a. National Wildlife and Historic Preservation Committee: Chair: Councilwoman Clarke

1. A discussion by Sylvester "Syl" Woolford, MBA, of the Delaware Historical Commission; DSU alumni and UD guest lecturer and Anthony Johnson, Financial Advisor of the Middletown Historical Society on historic preservation.
 - a. CW Clarke introduced Mr. Woolford and Mr. Johnson who provided a presentation on the Town of Townsend prior to Samuel Townsend and his family settling in the area. CW Clarke met with Mr. Wolford and Mr. Johnson to review the information and she was impressed with the history. CW Clarke shared that the information is correlated to the Towns initiative to increase awareness of what has happened in the past and the interest in the possibility of creating a museum to house this information. The presentation shared by Mr. Woolford and Mr. Johnson is attached to the minutes. Council thanked Mr. Woolford and Mr. Johnson for their presentation and

b. Finance Committee: Chair: Mayor Miller, Co-Chair: Councilman Dugan

1. Review and possible discussion on the July 2021 Budget vs. Actual Report.
 - a. No discussion.

c. Human Resources Committee: Chair: Mayor Miller

1. Mayor McDonald reminded Council that the Police Chief interviews would be held in September.

d. Public Works Committee: Chair: Councilman Dugan, Co-Chair: Councilman Mertz

1. CM Dugan shared that he also reviewed the sidewalk along Ginn St. and agrees that it does look good. Additionally, CM Dugan apologized to Council and residents as he has been recovering from COVID.
2. CM Dugan also shared that he would like to have a discussion with the developer as he wants to ensure that the less expensive light are installed in the new development. There is a monthly difference in cost based on which lights are installed. CM Dugan would like to save the Town money on streetlights. CM Mertz asked if the Town had the authority to mandate what the developer installs. TM Mangeri expressed that the Town has the authority to have a discussion with the developer and electric company to discuss which lights should be installed. TM Mangeri shared that when the study was conducted two years ago on the lights throughout the Town, the lights along Main St. and throughout the Town, are the highest end aesthetic lights made. There are versions of it that are less expensive, and TM Mangeri plans to have a conversation with the developer and Delmarva prior to the streetlights being installed to discuss which lights should go in. TM Mangeri and CM Dugan will review and discuss with Council. The Town pays for the rental and maintenance of the poles. CM Lobdell shared that Council should consider implementing regulations for the streetlights the Town would like. TM Mangeri will schedule a meeting with the developer and Delmarva for the Woods at Hidden Creek development. CM Dugan shared that he would like to discuss that

he wants to work out the lights for Woods at Hidden Creek with the developer and wants to make sure the lights the Town wants are installed.

e. Land Use and Development Committee: Chair: Councilman Lobdell, Co-Chair: Councilman Dugan

1. **ACTION ITEM:** Discussion and possible vote on Resolution 2021-012, A Resolution to Accept Dedication of Specified Streets, Open Spaces and Related Improvements within Townsend Village II.
 - a. A reading of Resolution 2021-012, A Resolution to Accept Dedication of Specified Streets, Open Spaces and Related Improvements within Townsend Village II was provided by Town Manager Mangeri.
 - b. *CM Lobdell made a motion to accept the resolution as presented. CM Dugan seconded the motion.*
 - c. CM Mertz asked if the Town took on the responsibility of the repaving at Karins Blvd and Route 71 rather than MS Development. TM Mangeri confirmed that the Town has received a grant from the state to complete this work.
 - d. *Vote: Clarke- yea, Dugan- yea, Lobdell- yea, Mertz- yea.*
 - e. The Dedication of Specified Streets, Open Spaces and Related Improvements within Townsend Village II was accepted.
 - f. TA Townsend confirmed that the Town has ownership of the land once the Deeds are recorded at the Recorder of Deeds in New Castle County. This resolution allows the Town to proceed.
2. A status update on the 2020 Comprehensive Plan PLUS review comments.
 - a. Mayor Miller and CM Lobdell shared that the Planning Commission is reviewing the comments and working on any edits. Mayor Miller is also working on a list of the recommendations and priority to how to approach the Plan.

f. Veterans Committee: Chair: Councilwoman Clarke, Co-Chair: Mayor Miller

1. CW Clarke shared that she has had conversations with Mayor Miller regarding Veterans Day. Mayor Miller shared that he considered creating a flowerbed and edging in the area of the flag memorial in the Park. Additionally, there were over 2,000 U. S. service members killed in Afghanistan over the last 20 years, Mayor Miller would like to have memorial service in the park gazebo to read the names of those who passed and possibly hold a ceremony. Mayor Miller will work on this with TM Mangeri and will also contact the VFW.
2. CM Mertz recommended reaching out to local students and schools to assist with the ceremony.

g. Public Safety Committee: Chair: Councilman Mertz, Co-Chair: Councilwoman Clarke

1. A discussion and presentation of a paper on speeding and traffic safety in the Town of Townsend.
 - a. CM Mertz shared that he would like to incorporate the WILMAPCO report into his report for a future meeting.

- b. CW Clarke shared that she was impressed with the WILMAPCO presentation and would like to know what the next steps would be. Mayor Miller shared that it is now up to Council to determine how they would like to proceed and to determine if grants and other funds are available and determine a timeline for what to do. CW Clarke suggested holding workshop or public outreach to determine what people would like to see based on the recommendations.
- c. A resident named Sherri M asked about speedbumps along Helen Drive in the Zoom Chat. TM Mangeri shared that speedbumps could be reviewed, but they do come with some safety concerns.
- d. CM Mertz asked for an update on the speed radar sign. TM Mangeri said that he has been in contact with the company and is awaiting the sign.
- e. TM Mangeri shared that Code Red was activated on 9/1/21 due to the tornado warnings in the area.

h. Community Engagement Committee: Chair: Councilwoman Clarke, Co-Chair: Councilman Lobdell

- 1. CW Clarke shared that the Townsend Fair and Parade have been postponed and Council is looking into events that may be more compatible with the current health situation. Some events that were proposed and the Town Manager and staff are working to plan events. Additional details are forthcoming.
- 2. CW Clarke shared that she has been attempting to secure PPE for students heading back to school within Town limits and has secured some and is awaiting details from the local principal to distribute PPE. TM Mangeri shared that schools also received ARPA funds and TM Mangeri shared that he would mention it to the superintendent.
- 3. CW Clarke also asked for interest from the schools about the Junior Council.
- 4. CM Lobdell would like to soon discuss Halloween and the Holidays.
- 5. TM Mangeri is still pursuing movie nights and would like to do a Halloween movie and is working out logistics for the event with speakers for the movie. CM Mertz suggested reaching out to the TVI HOA and asking for their input on the movie night. CM Mertz also shared that he would pass along the contact information to Town Staff as the HOA has recently been established.
- 6. Mayor Miller and CM Mertz discussed installing the Little Libraries and adding a third one in the new open space.

i. Parks and Recreation Committee: Chair: Councilman Lobdell, Co-Chair: Councilman Mertz

- 1. TM Mangeri shared that he has not heard back from Middletown about assistance in the Park, but TM Mangeri has worked with Maintenance Staff to complete the work as outlined. They have sprayed the weeds and trimmed and removed trees. TM Mangeri advised adding mulch in March to be ready for the spring. TM Mangeri also shared that there is a seeding issue in the multi-purpose field and a large stone was found in the field, he is working on this resolve. Additionally in the spring, seeding will be looked into. TM Mangeri also shared that someone

trimmed the trees along the park fence line and a chipper will need to be rented to remove what was trimmed.

2. TM Mangeri shared that residents have used the Tennis and Pickleball court for skating and biking.
3. CW Clarke shared that she has used the Tennis and Pickleball court and has enjoyed it.

j. National Wildlife and Historic Preservation Committee: Chair: Councilwoman Clarke

1. CW Clarke thanked TE Van-Otoo for the information on the retention area near Town Hall.
2. CW Clarke also reached out to Townsend Elementary regarding their butterfly garden and are awaiting to hear back from them about if they need assistance cleaning the garden up.
3. CW Clarke shared her appreciation for the presentation from Mr. Woolford & Mr. Johnson. CW Clarke shared that she is interested in pursuing the history even further and learning more about the African American schools and churches in the area and the possibility of looking into a museum for the Town. Mayor Miller shared that he would be happy to work on this with CW Clarke. CW Clarke asked what the next steps would be. Mayor Miller shared that a plan of action would need to be created along with a possible budget for the project along with any grants they would like to pursue.

X. Citizens Comments & Participation

- a. Sherri M, a resident in Town asked about assistance for prevention/ eliminating speeding in Town. She also asked for clarification on yard waste collection. TC Tantillo clarified that yard waste is collected every other Monday and the details for what is permissible in each type of bin is available on the Town Website or by calling Town Hall.
- b. CM Mertz shared that he is working on a report regarding speeding and the WILMAPCO report offered some suggestions as well.

XI. Adjournment.

- a. *CM Mertz made a motion to adjourn the meeting. CM Lobdell seconded the motion. Vote: Voice vote of Council- all yea's, no nays.*
- b. Adjournment at 9:56 pm.